State Faculty Curriculum Committee

Forms, Links &

Processes and Procedures



Updated 5.15.15

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updated 5.4.15

**Updated**

# State Faculty Curriculum Council (SFCC) Charge

**EFFECTIVE**: January 29, 2003

**Reference:**

CRS 23-1-125

CRS 23-1-108.5

SP 9-71

**APPROVED:** Joe D. May, System President

**Representation**

Each college will be represented at the State Faculty Curriculum Committee by one representative from the Academic Faculty and one representative from the Career and Technical Education (CTE) department.

**Selection Criteria**

Selection of the council members will be at the discretion of each college with selection procedure incorporating faculty input and collaboration with the vice president of instruction representative alternating between the two members.

**Organization**

The Colorado Community College System Director of Curriculum will be the liaison between the SFCC and CCCS and will be a non-voting member.

The SFCC will meet not less than three times per semester excluding the summer semester.

**Typical meeting times: SFCC normally** meets on the 2nd Friday, CCCS President’s Conference Room, 9:00 am – 2:00 pm.

At the last regularly scheduled meeting of the year, the SFCC will select a chair, co-chair and secretary. Agenda items will be sent to the Director of Curriculum at least fifteen days before the meeting and the Director of Curriculum will prepare and circulate to the SFCC membership the agenda ten days before the meeting date.

All issues brought before the SFCC will be resolved by a vote of the membership present at the time of the vote. Each college present will have two votes. If only one member is present the member present will cast both votes. Members unable to attend may send a designee. Colleges not represented by a member will not have a vote. A majority of the votes cast will indicate approval.

**Scope of Work**

1. The SFCC will advise and make recommendation to the Education Services Curriculum Committee on curriculum including:
   1. Common Course Numbering System
   2. State Guaranteed Courses
2. Assist with planning and hosting the 2:2 conference.
3. Act as liaison between the System and individual college curriculum committees on issues of curriculum procedure.
4. Gather information and share curriculum issues from the member’s individual college for discussion at SFCC meetings.
5. Other duties as assigned.

# Guidelines for Individual College Curriculum Committee Chairs

Campus curriculum committees work in a variety of ways to manage new curricula; however, some things with respect to the state system should be happening at all the colleges:

The college SFCC representatives should attend Curriculum Committee meetings at the local college.

**When a new course is proposed for use at your school:**

* Consider the reason for offering the course and verify that it makes sense for your college.
* Verify that the course will only be taught under a “special topics” number for a maximum of one year. Special Topics courses are not submitted to SFCC for approval.

**When a new or revised course is being forwarded to SFCC for addition to the Common Course Numbering System:**

* Verify that the course does not duplicate another course already in the system. This is the responsibility of both the institution and the statewide discipline chair. For example, just because all or most of the courses in a CTE program are of one prefix, does not mean they all have to be. If a course already exists in another prefix, it should be used. Any two courses should be at least 20% different. The course guide should make the difference clear.
* Verify that the course guide is filled out correctly in terms of credits.
* Verify that the course guide is written according to the system guidelines:
  + Course description should start with an action verb.
  + Course description should be 75 words or fewer.
  + Competencies should start with *measurable* action verbs. Please do not use “understand” as a measurable verb.
  + There should be no more than 20 competencies.
    - Exceptions are allowed based on secondary accrediting or trade requirements
  + Topical outline should support the course description. The outline should describe the course so that a new instructor would know what to teach. It should also provide enough information to show how the competencies will be met.
  + Grammar, punctuation and spelling should be error free.
  + Numbering conventions should be handled correctly. (See later in the manual for these guidelines.)

In addition, providing some advice to the course author can be beneficial. Authors might want to:

* Work with a member of your curriculum committee before submitting the course to make sure everything is clean and correctly worded.
* Attend the meeting during which your college curriculum committee reviews the course so that any problems can be fixed on the spot.
* Make sure your SFCC representatives are familiar with your course and can answer questions.
* We would also suggest you be available by phone or email during the monthly SFCC meeting to answer questions that may arise. This can make a difference in whether or not a course gets approved or is delayed for another month. In some cases, it might be a good idea to attend the SFCC meeting where the course is reviewed to answer questions and offer clarification.
* Note that the course will not be reviewed at SFCC until it has discipline chair approval and has been on the Bulletin Board for 30 days.

# When a course is being submitted for GT Review:

* Verify that the course description and competencies listed in the Course Nomination Form match those listed in the CCCNS Database.
* Verify that the course syllabus and nomination form agree at all points.
* Verify that the Competency Criteria for a GT course are met by the course and clearly demonstrated by the course syllabus. Competency Criteria are found at

<http://highered.colorado.gov/Academics/Transfers/gtPathways/Criteria/competency.html>

* Verify that the Content Criteria required of a GT course are met by the course and clearly demonstrated by the course syllabus. Content Criteria are found at <http://highered.colorado.gov/Academics/Transfers/gtPathways/Criteria/content.html>
* Verify that grammar, spelling and punctuation are correct throughout the syllabus and nomination form, and that appropriate formatting has been used.
* Verify that the course is not part of a Statewide Transfer Articulation agreement or Degree with Designation. These documents may be found at

<http://highered.colorado.gov/academics/transfers/students.html>

Again, it may be helpful for the course author to be present at both the local curriculum committee meeting and the SFCC meeting where the GT materials are reviewed. Authors are not permitted to review or advocate for their own courses at the GT Review meeting.

# Colorado Community College Common Course Numbering System (CCCNS)

***Overview:***

*The Colorado Community College Common Course Numbering System – CCCNS – was developed to facilitate ease of transfer for students from one community college to the other, and from community colleges to four-year schools. It was also created to improve program planning, increase communication among all of the colleges, and facilitate articulation arrangements from high schools to the community colleges. The Common Course Numbering System applies to all courses offered for credit at the community colleges and the structure is specific to course content rather than to program, department or discipline. The goal of the CCCNS is to establish consistency in course offerings across the system and to ensure there is no duplication in offerings.*

***By its design, CCCNS will:***

* *Ensure that transfer students can successfully complete their degree or program without duplicating course work,*
* *Provide a framework for faculty in each subject area to collaborate on course quality and consistency,*
* *Establish a system-wide inventory of all credit courses offered at Colorado community colleges, and*
* *Facilitate transferability to four-year schools.*

*For every course listed in the system the following information is included:*

* *Prefix and Number*
* *Credit Hours*
* *Course Description*
* *Recommended Prerequisites and Co-requisites*
* *Competencies*
* *Outline*
* *List of colleges offering the course*

***Timeline of CCCNS Evolution:***

* *1986 - CCHE awards a one-year Quality Incentive Grant to CCCOES to develop and implement a “Core Transfer Program” to fulfill the terms of H.B. 1237.*
* *1987 - Articulation Agreement signed between Colorado’s Community/Junior Colleges and Colorado’s four-year colleges and universities on the General Education Core Transfer Program.*
* *1991 - Common Course Descriptor Project, a matrix of all courses offered by Colorado’s community colleges, was developed. Where two or more colleges offered a course, faculty members were asked to identify a common course ID (prefix and number), a common title, and a common description. Credits, contact hours, and course competencies could vary.*
* *1995 - Colorado Common Course Numbering System Project began as a way to organize courses with common credits, competencies and outline. Faculty in conjunction with the community college instructional leaders once again identified the many courses (more than 12,000) in the system database. Faculty formed writing teams to develop topical outlines and competencies for the courses that were commonly described. Over a five year period, these teams worked at combining courses, and deleting duplicates within each discipline.*
* *2001 - Instructional Officers started the process of approving the courses submitted by faculty and eliminating duplication among disciplines. This process was completed during the summer of 2002.*
* *Full implementation of the CCCNS will be fall of 2003.*

***Legislation:***

*Legislation in two areas impacted the work being done to commonly describe the community college curriculum. The first was the Basic Skills Legislation that dictated assessment and remediation before students could enter college-transfer courses in Mathematics and English. The second was the King Bill, also known as the Students Bill of Rights. This piece of legislation required the development of a common core of General Education that would be transferable among all of Colorado Higher Education. This set of courses will be fully implemented fall of 2003. As a result of the latter legislation, the original Transfer Core Agreement will terminate at the end of the Spring Semester, 2003.*

# Procedure for Entering Courses into CCCNS

**Courses Developed at an Individual College**

1. Faculty member develops a course guide template and submits it to the curriculum committee at the individual college for approval.
2. As part of the approval process, the college’s curriculum committee reviews other courses currently in the database, both within and without the discipline, to assure that no other like course exists.
3. Upon approval, the chair of the curriculum committee forwards the course guide template to the institution’s Chief Academic Officer or Vice President of Instruction (CAO or VPI) for approval. Once approved, the course guide template is forwarded to the Academic Course and Program Specialist, Jennie Gross at jennie.gross@cccs.edu at the CCCS Office of the Provost, where it is checked and entered into the Proposed Database. Only course guide templates submitted by the college’s CAO/VPI will be accepted for entry into the Proposed Database.
4. Once a new course is entered into the Proposed Database it may be offered for one year while it moves through the approval process. After one year if the course has not been approved it will be removed from the Proposed Database.
5. At the same time that the course is entered into the Proposed Database, the CCCS staff member will notify the current State Discipline Chair of the addition. The Discipline Chair then forwards the notification to the Discipline Committee for review of the proposed course.
6. If there is no identified Chair, the course information will be forwarded to the Chief Academic Officers at each community college to have the information reviewed by the appropriate faculty.
7. No later than the monthly SFCC meeting (September through April) a CCCS staff member posts a notice on the CCCNS Bulletin Board indicating the addition of the course to the Proposed Database so that it can be reviewed by faculty for possible duplication or other objections. It will stay in the Proposed Database for a minimum of 30 days. If no objections are heard from either the Discipline group, or other faculty, within that period, the course is first reviewed by the Statewide Faculty Curriculum Committee (SFCC), and upon approval sent to the Education Services Curriculum Committee for review, for either final approval or disapproval. Courses submitted between May 1 and August 30 will be posted in September.
8. Any faculty objections will be considered by the Statewide Faculty Curriculum Committee, for resolution. If the SFCC is unable to resolve the issue, the Education Services Curriculum Committee will make a final recommendation to the Vice President of Education Services (VPES) for approval or disapproval.
9. After each course has been approved by the Education Services Curriculum Committee, the Committee will make recommendation to have the course moved from the Proposed Database to the Official Database. Movement to the Official Database will depend on the effective date of the proposed change.
10. If disapproved, it is returned to the individual college’s curriculum committee with a reason for disapproval and a suggested course of action for changes and resubmission.
11. It is the responsibility of the SFCC representative of the college that submitted the course to contact the CAO/VPI of the school and have them follow up on SFCC’s recommendations. In addition to communicating to the CAO/VPI the SFCC representative must contact and communicate SFCC’s decision and or recommendations to the author of the course submitted.
12. If it is approved, a staff member in the Office of the Provost enters it into the Official Database and posts the approval to the CCCNS Bulletin Board.

**Courses Developed By a Discipline Group**

1. A Discipline group could decide to add a course to the community college offerings based on a request from an individual college, an industry partner, or another community entity.
2. After the Course Guide Template is developed by the Discipline group, one college representative acts as the “Course Champion” and submits the course to the Curriculum Committee at his/her home college.
3. The CCCNS Procedure then picks up at the above Step 3, and continues to final approval or disapproval.

# Procedure for Deleting Courses from CCCNS

1. A Discipline group can decide to delete a course from the community college offerings based on a request from an individual college.
2. If the Discipline Group decides to delete the course one college representative submits the course to the Curriculum Committee at his/her home college for deletion.
3. Upon approval for deletion, the chair of the curriculum committee at the individual college forwards the request course to the institution’s Chief Academic Officer or Vice President of Instruction (CAO/VPI) to forward on to the Academic Course and Program Specialist, Jennie Gross at jennie.gross@cccs.edu at the CCCS Office of the Provost, where it is added to the bulletin board as a course for deletion.
4. At the same time that the course is placed on the bulletin board, the CCCS staff member will notify the current State Discipline Chair of the addition. The Discipline Chair then forwards the notification to the Discipline Committee for review of the proposed deletion.
5. If no objections are heard from either the Discipline group, or other faculty, the proposed deletion is first reviewed by the Statewide Faculty Curriculum Committee, and upon approval sent to the Education Services Curriculum Committee for review, for either final approval or disapproval. Courses submitted between May 1 and August 30 will be posted in September.
6. Any faculty objections will be considered by the Statewide Faculty Curriculum Committee, for resolution. If the SFCC is unable to resolve the issue, the Education Services Curriculum Committee will make a final recommendation to the Vice President of Education Services (VPES) for deletion or to keep the course.
7. If the deletion is approved, a staff member in the Office of the VPES removes the course from the Official Database and moves it to the Archived Database.

SFCC is not in the business of deleting course that are currently being taught or that one institution wants to keep teaching.

# Procedure for Adding new Prefixes to CCCNS

1. An individual college may propose the addition of a new prefix to the database. The prefix must be proposed and added to the database prior to the proposal of courses for the new prefix.
2. Upon approval, the chair of the curriculum committee at the individual college forwards the request to the institution’s Chief Academic Officer or Vice President of Instruction to forward to the Academic Course and Program Specialist, Jennie Gross at jennie.gross@cccs.edu at the CCCS Office of the Provost where it is added to the bulletin board as a proposed prefix.
3. The prefix will be posted on the Bulletin Board for at least 30 days.
4. The prefix is reviewed by the Statewide Faculty Curriculum Committee, and upon approval sent to the Education Services Curriculum Committee for review, for either final approval or disapproval. Prefixes submitted between May 1 and August 30 will be posted in September.
5. Any faculty objections will be considered by the Statewide Faculty Curriculum Committee, for resolution. If the SFCC is unable to resolve the issue, the Education Services Curriculum Committee will make a final recommendation to the Vice President of Education Services (VPES) for deletion or to keep the course.
6. If the addition is approved, a staff member in the Office of the VPES adds the prefix to the Official Database.
7. After the prefix is approved, courses can be submitted for consideration.

**Flowchart for courses or prefixes to be added/revised/deleted in CCCNS**



# COURSE GUIDE DEVELOPMENT – Creation of new courses for CCCNS

All of the subsequent documents detailing how to create a new course for CCCNS are available on the Colorado Community College System website, under the educator’s tab. <https://resources.cccs.edu/education-services/common-course-numbering-system/> Click on the Course Guide Development tab.

1. CCCNS New/Revised Course Flow Chart

1. Procedure for Entering Courses in CCCNS

1. Instructions for completing the Course Guide Template

1. Course Guide Template

1. AACRAO Numbering and Prefix Guidelines

1. Variable Credit Courses
2. Bloom’s Taxonomy Action verb guide
3. Variable Credit Courses
4. Classification of Instructional Programs Chart

How do I get to the Course Guide Template and Information?



Instructions for Completing the Course Guide Template

For purposes of consistency, please follow these guidelines in writing Common Course Guide Templates:

General Instructions

* Complete the Course Guide Template
* Only Course Guide Templates submitted by the college Vice President of Instruction or Chief Academic Officer will be accepted. (See “Procedure for Entering Courses into the System” for further details.)

Description

* Begin with an action verb
* Use complete sentences after the first sentence
* Do not exceed 75 words

**Example:** (from PHI 111) Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. This course includes human condition, knowledge, freedom, history, ethics, the future, and religion.

Competencies

* Lists what the student will know when the course is successfully completed
* Each competency must be measurable
* Each competency must begin with a measurable action verb (Do not use “understand”)
* The list should cover the scope of the course but cannot exceed 20 competencies – exceptions may be granted, see the course template
* Competencies must be numbered 1, 2, 3…

Consult Bloom’s Taxonomy of Major Educational Objectives for additional information. There are several helpful websites available including:

http://www.coun.uvic.ca/learn/program/hndouts/bloom.html and http://www.tedi.uq.edu.au/Assess/Assessment/bloomtax.html

**Example:** (from PHI 111)

* 1. Identify and distinguish the major questions in philosophy.
  2. Identify and distinguish some of the major schools of philosophy.
  3. Demonstrate an understanding of the methods of philosophical thinking.
  4. Critically evaluate a primary philosophical source.
  5. Communicate philosophical questions and positions to others.
  6. Read, analyze and apply written material to new situations.
  7. Write and speak clearly and logically in presentations and essays.
  8. Demonstrate the ability to select and apply contemporary forms of technology to solve problems or compile information.

Outline

* This is a topical outline and does not necessarily indicate sequence of material
* Should identify topics and major subtopics covered in the material
* Should serve as a guide to instructors
* Outline should use Roman Numerals with a., b., etc for subtopics.

**Example:** (from PHI 111)

1. The Meaning and Values of Philosophy
   1. Definitions of Philosophy
   2. Methods of Philosophy
   3. Applications of Philosophy
2. Knowledge (Epistemology)
   1. The Meaning of Knowledge
   2. Sources of Knowledge
   3. Verification of Knowledge
3. Philosophy and the Nature of Reality
   1. Religion
   2. Cosmology (Philosophy of Science)
   3. Mind-Body Relationship
4. Ethics and the Human Condition
   1. Normative Justification
   2. Freedom
   3. Aesthetics
5. Philosophy and Society
   1. Politics
   2. History

**Course Guide Template**

**Colorado Community College Common Course Numbering System (CCCNS)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Submitted by:** Point of Contact for this course | | **College:** | | **Date Submitted:** |
| **Course Prefix:** | **Course number:** | **CIP Code:** | **Credits:** | **Contact Hours:** |

* **Is this a new course or a change to an existing course?**

\_\_\_\_\_ New

\_\_\_\_\_ Change (mark all of the following that are applicable)

\_\_Change prefix or course number (Replace a current prefix/number)

*Current Prefix/Number to be replaced ­\_\_\_\_\_\_\_\_\_\_\_*

*Last effective term of current Prefix/Number \_\_\_\_\_\_\_\_\_\_\_*

\_\_Change Course Title – Old Course Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_Change Credit Hours - Old Credit Hours \_\_\_\_\_\_\_\_

\_\_Change Catalog Description

\_\_Change Competencies

\_\_Change Topical Outline

\_\_Other change(s) – please list:

* **Short Course Title** (maximum 30 characters - spaces and punctuation count):

Please enter the title in the boxes below, one character per box

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

* **Long Course Title**:

|  |  |
| --- | --- |
| **Schedule Types** (check all that apply)  \_\_\_\_ Lecture  \_\_\_\_ Lab  \_\_\_\_ Lecture/Lab  \_\_\_\_ Academic Lecture/Lab Combo  \_\_\_\_ Lecture/Internship Combo  \_\_\_\_ Internship  \_\_\_\_ Clinical  \_\_\_\_ Practicum  \_\_\_\_ Independent Study  \_\_\_\_ Cooperative Education  \_\_\_\_ Studio Art  \_\_\_\_ Studio Music  Please list any others here: | **Course Attributes** (check all that apply)  \_\_\_\_ General Education (non-GT)  \_\_\_\_ GTpathways: \_\_\_\_\_\_\_\_  \_\_\_\_ CTE  \_\_\_\_ Developmental  \_\_\_\_ Transfer Elective  CIP Cost  \_\_\_\_ High Cost\*\*  \_\_\_\_ Medium Cost\*\*  \_\_\_\_ Low Cost\*\* |

\*\* Use the classification of Instructional Programs Chart (located on the [CCCNS website/Educators/ Common Course Numbering System/Course Guide Development](https://resources.cccs.edu/education-services/common-course-numbering-system/)) to determine if a High, Medium, or Low cost course.

* **Description**:

-Begin with an action verb (the course is the subject)

-maximum of 75 words

* **Learning Objectives (Competencies)**:

-Begin each with a measurable action verb (the student is the subject)

-Use standard numbers 1, 2, 3…

-Maximum of 20 competencies

\_\_\_\_\_ If more than 20 competencies – please provide rationale here: (this can be because of accrediting requirements, etc. You must define any acronyms)

* **Topical Outline**:

-Use roman numerals I, II, III…

|  |  |
| --- | --- |
| **Supplemental Data** (check all that apply)  \_\_\_\_ Specialized Knowledge  \_\_\_\_ Broad Integrative Knowledge  \_\_\_\_ Intellectual Skills  \_\_\_\_ Applied Learning  \_\_\_\_ Civic Learning | **Grading Mode**  \_\_\_\_ S (standard letter)  \_\_\_\_ U (satisfactory/unsatisfactory)  \_\_\_\_ DE (developmental) |

Notes/FYI:

New courses that have been approved by the State Faculty Curriculum Committee (SFCC) and the Education Services Committee will be effective in the current academic current term (immediately).

Proposed course changes to existing courses that include revisions to: course description, outline or competency will be effective at the beginning of the next academic year.

Proposed course revisions to existing courses that include deletions or changes to: course numbers, credit hours or titles will be effective at the beginning of the next academic year. At the time of the course template submission, the Discipline Chair may request for an earlier effective date, not to predate the current term. The request must include a satisfactory explanation of why the earlier date is required and how the request will affect students enrolled in the current class.

Previous versions of revised courses will be available until the end of the current academic year.

Proposed courses that are not approved within 1 year of posting to the official Bulletin Board will be archived effective the next available academic term.

New courses that are denied at the SFCC level will be removed the next academic year.

Capstone, Clinical, Internship and Special Topic courses DO NOT NEED to be reviewed by the SFCC. They are added to the CCCNS administratively.

gtPathway courses that have been approved by the Colorado Department of Higher Education (CDHE) will be effective the next academic year.

Special topic courses may only be offered for 1 academic year. After this, it must be converted to a regular course that is approved by the SFCC.

Variable credit course numbers may be used for multiple courses with the same prefix and may appear multiple times on a student’s transcript.

Variable credit courses should only include the following delivery methods and numbering schema. Only courses that require the delivery methods identified below are given variable credit. The credit will range from the minimum hours offered by a given college to the maximum offered by another college.

|  |  |
| --- | --- |
| **Delivery Method** | **Numbers** |
| Clinical/Experiential Learning | 170-174, 270-274 |
| Special Topics: (list title) | 175, 176, 177 and 275, 276, 277  Can be used more than once with the same prefix |
| Seminar/Workshop: (list title) | 178, 179 and 278, 279  Can be used more than once with the same prefix |
| Internship: (list title) | 180-184, 280-284 |
| Independent Study: (list title) | 185, 186 and 285, 286  Can be used more than once with the same prefix |
| Cooperative Education: (could list title) | 187 and 287  Can be used more than once with the same prefix |
| Practicum: (could list title) | 188 and 288  Can be used more than once with the same prefix |
| Capstone: (could list title) | 289 |
| Professional Development/Continuing  Education | 190-199, 290-299 |
| Service Learning | 194 and 294 |
| Developmental/Remedial | 000 - 099 |
| ***Courses other than those listed above MAY NOT use variable credit*** | |

Variable credit courses will have shared numbers and title for each prefix.

* BUS 175: Special Topics: “Title A”
* BUS 175: Special Topics: “Title B”

Variable credit courses will be numbered:

* 100’s indicate freshman (first) year
* 200’s indicate sophomore (second) year

Variable credit courses should not include the program name in the title

* NUR 170 Clinical not NUR 170 Nursing Clinical

|  |
| --- |
| **Please direct completed forms to:**  Jennie Gross, [jennie.gross@cccs.edu](mailto:jennie.gross@cccs.edu), 720-858-2368  Forms must be submitted by the Vice President of Instruction  Forms must be submitted by the 5th of each month to be posted to the Bulletin Board for that month.  **Please complete all fields - forms with blank/omitted fields will be returned.** |

**Syllabus Wording for Unique Courses**

**Capstone, Clinical, Internship and Special Topic, Practicum, Independent Study**

**This language is used by the System office when building courses that do not require SFCC approval**

**Course Description:**

1. Special Topic course (Note: Special Topics courses may only be offered for a maximum of 1 year.)

a. Provides student with a vehicle to pursue in depth exploration of a special topic of interest.

* 1. Clinical:
     1. Offers the clinical practicum required for the program.
  2. Practicum:
     1. Provides students an opportunity to gain practical experience in applying their nursing skills and/or to develop specific skills in a practical work setting. The instructor will work with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the practicum supervisor.
  3. Internship
     1. Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.
  4. Capstone
     1. Provides a demonstrated culmination of learning within a given program of study.
  5. Independent Study
     1. Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

**Standard competencies:**

1. To be determined by the individual instructor. A specific course description, list of competencies and topical outline will be developed for each class. This information will be filed in the department and with the Office of the Registrar for placement in the curriculum master file.

**Topical Outline**:

I. To be determined by the individual instructor. A specific course description, list of competencies and topical outline will be developed for each class. This information will be filed in the department and with the Office of the Registrar for placement in the curriculum master file.

# AACRAO Numbering and Prefix Guidelines

The following is a description of the course numbering system used by Colorado community colleges. It represents a minor modification of the "Florida System" endorsed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

**Rules for Choosing a Course Number and Prefix**

**Rule #1:** The course number will consist of a three letter prefix and three numbers. Example: ENG 100-001

**Rule #2:** The first number indicates the class level

1. = Remedial, Developmental, Preparatory, Non-Degree Credit
2. = freshman or first year course
3. = sophomore or second year course

**Rule #3:** The second (middle) number indicates the use of a previous course number with the same prefix and the same first and third numbers

**Rule # 4:** The third number may indicate courses found in a sequence. Use of this sequential numbering may indicate either required prerequisite courses or a recommended sequence of courses. Use Roman Numerals I, II, and III for this purpose.

Example: CHE 122, CHE 123, CHE 123

**Rule # 5:** In the case of subject titles which are fields within a given discipline, a common set of letters is used, e.g. all titles within education begin with “E”, as do all titles within engineering.

Examples:

1. Secondary Education Theory = EST
2. Educational Statistics = EDS

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# Variable Credit Courses

Only courses that require the delivery methods identified below are given variable credit. The credit will range from the minimum hours offered by a given college to the maximum offered by another college.

* Variable credit courses will have shared numbers and titles for each prefix.

Example: BUS 175: Special Topics: (Enter Title A)

BUS 175: Special Topics: (Enter Title B)

MAT 175: Special Topics: (Enter Title A)

* Variable credit numbers can be used for multiple courses with the same prefix (but with individual titles) and can appear multiple times on the same student transcript.
* Numbers in the 100s indicate freshman (first) year and numbers in the 200s indicate sophomore (second) year.
* Program titles (i.e., Nursing) should not appear in the title.
* Example: NUR 170 Clinical NOT NUR 170 Nursing Clinical

# Numbers and Rules for Unique Delivery methods below:

|  |  |
| --- | --- |
| **Delivery Method** | **Numbers** |
| Clinical/Experiential learning | 170-174, 270-274 |
| Special Topics: (list title)  **Can only be offered for a maximum of one year.** | 175, 176, 177 and 275, 276, 277  Can be used more than once with the same prefix |
| Seminar/Workshop: (list title) | 178, 179 and 278, 279  Can be used more than once with the same prefix |
| Internship: (list title) | 180-184, 280-284 |
| Independent Study: (list title) | 185, 186 and 285, 286  Can be used more than once with the same prefix |
| Cooperative Education: (could list title) | 187 and 287  Can be used more than once with the same prefix |
| Practicum: (could list title) | 188 and 288  Can be used more than once with the same prefix |
| Capstone: (could list title) | 289 |
| Professional Development/Continuing  Education | 190-199, 290-299 |
| Service Learning | 194 and 294 |
| Courses other than those listed above **may not use variable credit.** | |

# Checklist for New Course Review:

* + The course does not duplicate any other course within this or any other prefix in the CCCNS system.
  + Necessary information provided:
    - Course author and submitting information
    - Course prefix, number and title
    - Credits
    - Is this a new course or a revision?
    - Schedule types
    - Course attributes
  + Course description starts with an **action verb** with the subject assumed to be, “This course…”
  + Course description is 75 words or fewer.
  + Competencies start with ***measurable* action verbs** with the subject assumed to be, “The student…”
  + There are no more than 20 competencies. Exceptions may be granted – see course template
  + Topical outline supports the course description and competencies.
  + Topical outline provides enough information so that a new instructor would know what to teach.
  + Grammar, punctuation and spelling are all error free.
  + Numbering conventions and formatting are handled correctly.

## Course Approval rules

New courses that have been approved by the State Faculty Curriculum Committee (SFCC) and the Education Services Committee will be effective in the current academic current term (immediately).

Proposed course changes to existing courses that include revisions to: course description, outline or competency will be effective at the beginning of the next academic year.

Proposed course revisions to existing courses that include deletions or changes to: course numbers, credit hours or titles will be effective at the beginning of the next academic year. At the time of the course template submission, the Discipline Chair may request for an earlier effective date, not to predate the current term. The request must include a satisfactory explanation of why the earlier date is required and how the request will affect students enrolled in the current class.

Previous versions of revised courses will be available until the end of the current academic year.

Proposed courses that are not approved within 1 year of posting to the official Bulletin Board will be archived effective the next available academic term.

New courses that are denied at the SFCC level will be removed the next academic year.

Capstone, Clinical, Internship and Special Topic courses DO NOT NEED to be reviewed by the SFCC. They are added to the CCCNS administratively.

gtPathway courses that have been approved by the Colorado Department of Higher Education (CDHE) will be effective the next academic year.

Special topic courses may only be offered for 1 academic year. After this, it must be converted to a regular course that is approved by the SFCC.

Variable credit course numbers may be used for multiple courses with the same prefix and may appear multiple times on a student’s transcript.

Variable credit courses should only include the following delivery methods and numbering schema. Only courses that require the delivery methods identified below are given variable credit. The credit will range from the minimum hours offered by a given college to the maximum offered by another college.

|  |  |
| --- | --- |
| **Delivery Method** | **Numbers** |
| Clinical/Experiential Learning | 170-174, 270-274 |
| Special Topics: (list title) | 175, 176, 177 and 275, 276, 277  Can be used more than once with the same prefix |
| Seminar/Workshop: (list title) | 178, 179 and 278, 279  Can be used more than once with the same prefix |
| Internship: (list title) | 180-184, 280-284 |
| Independent Study: (list title) | 185, 186 and 285, 286  Can be used more than once with the same prefix |
| Cooperative Education: (could list title) | 187 and 287  Can be used more than once with the same prefix |
| Practicum: (could list title) | 188 and 288  Can be used more than once with the same prefix |
| Capstone: (could list title) | 289 |
| Professional Development/Continuing  Education | 190-199, 290-299 |
| Service Learning | 194 and 294 |
| ***Courses other than those listed above MAY NOT use variable credit*** | |

Variable credit courses will have shared numbers and title for each prefix.

* BUS 175: Special Topics: “Title A”
* BUS 175: Special Topics: “Title B”

Variable credit courses will be numbered:

* 100’s indicate freshman (first) year
* 200’s indicate sophomore (second) year

Variable credit courses should not include the program name in the title

* NUR 170 Clinical not NUR 170 Nursing Clinical

# gtPathways Guide

All of the subsequent documents for preparing and submitting a gtPathways nomination are available on the Colorado Community College System website, under the educator’s tab. <https://resources.cccs.edu/education-services/common-course-numbering-system/> Click on the Faculty & Advisor Resources tab.

1. gtPathways Nomination Flowchart
2. gtPathways Nomination Procedure
3. gtPathways Course Nomination Forms are located at <http://highered.colorado.gov/Academics/Transfers/>
4. Competency Criteria for Statewide Guaranteed Transfer <http://highered.colorado.gov/Academics/Transfers/gtPathways/Criteria/competency.html>

a) Critical Thinking

* 1. Mathematics
  2. Reading
  3. Technology
  4. Written Communication

1. Content Criteria for Statewide Guaranteed Transfer <http://highered.colorado.gov/Academics/Transfers/gtPathways/Criteria/content.html>a) Arts and Humanities
   1. Communication
   2. Mathematics
   3. Natural and Physical Sciences
   4. Social and Behavioral Sciences

# How do I get to gtPathways forms and information?



# gtPathways Nomination Procedure

1. Review and Approval by the Content Discipline Team
   1. Courses are presented for review and approval by either an individual or by the discipline group to the content specific State Faculty Discipline Team. (For example, Math, etc.)

* + 1. If an individual initiates the course nomination, the individual college curriculum committee and the Chief Academic Officer or Vice President of Instruction (CAO/VPI) of the college must first approve it for submission. If approved by the curriculum committee and the CAO/VPI, the CAO/VPI will notify the Education Serviced Curriculum Committee that the course is being proposed for nomination. The nominating faculty member will notify the State Faculty Curriculum Committee, collect a syllabus from each of the colleges that teach the course, review the syllabi for gtPathways content and prepare the nomination form and packet. The Learning Objectives (Competencies) and Topical Outline on both the nomination form and any syllabi must be in exact agreement with those in the CCCNS database.

* + 1. If the appropriate State Discipline Committee initiates the course nomination, the committee chair will notify the Education Services Curriculum Committee and the State Faculty Curriculum Committee that the course is being proposed for nomination. The discipline chair will collect a syllabus from each college that offers the course, review the syllabi for gtPathways content, and prepare the nomination form and packet.

1. Review and Approval by the State Faculty Curriculum Committee.
   1. The State Faculty Curriculum Committee will review the nomination packet and if approved the SFCC will forward the packet to the Education Services Curriculum Committee for review. It is recommended that either the faculty who initiated the nomination or the appropriate State Discipline Committee chair attend the SFCC meeting to provide supporting information and answer questions.
   2. If disapproved, the SFCC will return the packet to the State Content Discipline Team Chair or initiating faculty with a rationale and course of action.

1. Review and Approval By the Education Services Curriculum Committee

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* 1. The Education Services Curriculum Committee will review the nomination and the recommendation of the SFCC. It is recommended that either the initiating faculty or the State Discipline chair attend the ESCC meeting to provide supporting information and answer questions. If approved by the ESCC, the packet will be forwarded to the Vice President of Education Services for signature and then sent to the CCHE for review and approval.
  2. If not approved by the Education Services Curriculum Committee the packet will be returned to the State Content Discipline Committee Chair or initiating faculty with a rationale and course of action.

SFCC policy regarding changes to gtPathways courses is that minor changes like typos, outline form, etc.. can be handled at the system level by contacting the Academic Course and Program Specialist, Jennie Gross at jennie.gross@cccs.edu at the CCCS Office of the Provost Major changes like competencies and content need to go back through the approval process.

# gtPathways Flowchart



# Institutional Cover Sheet

*Course Submissions List*

Review Date:

Institution Name:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Nominating Institution | Course Prefix/Number | Course Title | Course Content Area | Course Content Criterion (GT Designation) | Status of Course |
| *Example:*  *Colorado Community College System* | *LIT 259* | *Survey of African American Literature* | *Arts & Humanities* | *Literature & Humanities (GT-AH2)* | *TBD* |
| ***Example:***  *Colorado Community College System* | *ANT 250* | *Medical Anthropology* | *Social & Behavioral Sciences* | *Human Behavior, Culture or Social Frameworks (GT-SS3)* | *TBD* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Instructions for completing your Institutional Cover Sheet:

1. Please ensure that the prefix and numbers of course listings (shaded in yellow) are alphabetically arranged *within* the gtPathways Content Areas as they appear on the *Nomination Form:* (Arts and Humanities, Communication, History, Mathematics, Natural and Physical Sciences, Social and Behavioral Sciences);
2. Please list your institution’s courses in ascending order (low to high course numbers) within their respective Content Areas;

1. Please number the pages of your institution’s Cover Sheet and include a header or footer.

# gtPathways Nomination Form

This form must be completed in its entirety. Make sure that all Course Description, competencies listed on the form match those listed in the CCCNS Database.

The course syllabus and nomination form must agree at all points, and all required competencies and criteria listed on the form must track to specific assignments on the syllabus.

The nomination form is found at the link below under gtPathways 🡪 Submission Forms.

<http://highered.colorado.gov/Academics/Transfers/>

# Notification Form for

# Changes to Approved gtPathways Courses

Each institution/system will notify the Department of Higher Education concerning changes to their gtPathways courses. The General Education Council representative from each institution/system is responsible for providing this information to the gtPathways Policy Officer at the Department of Higher Education.

**Institution:**

**Course as currently approved:**

(Course prefix, number, title, credit hours; gtPathways Content/sub-category)

***Example:*** *English 122: Elementary Composition, 3 credit hours; GT-CO1,*

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**CHANGES THAT PROBABLY DO NOT REQUIRE RESUBMISSION**

Please indicate any changes in course identifier data, such as:

New course prefix: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New course number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New course title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective date (term & year) of institutional changes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**CHANGES THAT PROBABLY REQUIRE RESUBMISSION**

Major changes in the course, such as (check all that apply):

\_\_\_ The course’s credit hours have been changed.

\_\_\_ The ways in which the course meets the gtPathways content criteria have been revised.

\_\_\_ The ways in which the course meets the gtPathways competencies have been revised.

Effective date (term & year) of institutional changes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please explain changes:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**REMOVAL OF COURSE FROM gtPathways**

\_\_\_ The course is no longer offered at our institution and should be dropped from the state list of guaranteed courses.

\_\_\_ The course is no longer a part of our General Education Program.

\_\_\_ Other reason for withdrawing the course from the gtPathways list.

Please explain:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Effective date (term & year) for removal from gtPathways: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Institutional Certification of the Accuracy of These Statements**

Name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GE Council Representative

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Checklist for Reviewing gtPathways submissions:

* The course description and competencies listed in the Course Nomination Form match those listed in the CCCNS Database.
* The course syllabus and nomination form agree at all points. Every competency and specific criteria you address in the nomination form must track to assignments in the syllabus.
* The course meets the Competency and Content Criteria required of a GT course and this is shown explicitly within the course syllabus.

Competency Criteria are found at <http://highered.colorado.gov/Academics/Transfers/gtPathways/Criteria/competency.html>

Content Criteria are found at

<http://highered.colorado.gov/Academics/Transfers/gtPathways/Criteria/content.html>.

* Verify that grammar, spelling and punctuation are correct throughout the syllabus and nomination form, and that formatting is clean and correct.

Again, it may be helpful for the course author to be present at both the local curriculum committee meeting and the SFCC meeting where the gtpathways materials are reviewed. Authors are not permitted to review their own courses at the gtpathways review meeting.

CCCNS Database:The Current Database is a listing of all courses offered by the Colorado Community College System and other participating institutions. Courses are listed alphabetically by prefix, and include course number, title, course description, standard competencies, and topical outline. There are two databases in addition to the current course database. The Archived Database is for courses that were once offered and have been deleted. The Proposed Database is for courses that have been submitted for inclusion in the system offerings and are moving through the approval process. <https://www.cccs.edu/>

**NOTE:** Once a class is in the Proposed Database it may be offered for one year while it moves through the system approval process. If after a year a course has not been approved it will be removed from the Proposed Database.

**How do I get to the CCCNS Databse?**



CCNS Bulletin Board**:** Check this every month so you are sure that you know what is going on with courses in your area. The Bulletin Board is maintained by the Academic Course and Program Specialist, Jennie Gross at jennie.gross@cccs.edu at the CCCS Office of the Provost.

**CCNS Bulletin Board:** The bulletin board represents all courses that have been submitted to the system office. This includes new courses being submitted for inclusion in the CCCNS database, revisions to courses already in the database, and courses up for deletion from the data base. All submissions must sit on the bulletin board for thirty days before they are discussed and voted on by the State Faculty Curriculum Committee. During the thirty day period the course will be sent to the Discipline Chair for approval by the Discipline Team/Committee. State Faculty Curriculum Committee will not discuss or vote on a submission until they have received notification from the Discipline Chair that the Discipline Team has approved the proposal. If you have a course on the Bulletin Board it is a good idea to call your Discipline Chair, make sure that they have your submission, and answer any questions they might have regarding your proposal. <https://www.cccs.edu/>

# How do I get to the Bulletin Board?



SFCC – State Faculty Curriculum Committee**:** This committee is composed of one academic representative and one CTE representative from each of the system community colleges. The committee meets once a month, generally on the second Friday of the month, to discuss and vote on all course submissions, revisions, and deletions. Meetings are held at the system offices on the Lowry Campus. If you have a course up for discussion or if there is a course in your area up for discussion that you have interest in, it is best to either come to the meeting or supply your cell phone number to one of the representatives from your college so you can be reached if there are questions. <https://resources.cccs.edu/education-services/common-course-numbering-system/> Click on the List of Faculty Committees tab

# How do I get to the SFCC membership list?



Discipline Teams/Committees**:** Each academic and CTE area has a discipline team that is in charge of the curriculum for their specific content area. The teams generally meet at least once per year at the 2+2 conference, but may meet additional times throughout the year if necessary. Each discipline team has an e-mail distribution list that is used for communication; the Chief Academic Officer for each institution is responsible for supplying the system with faculty members that are to be a part of each list. When there are course proposals before SFCC the submission will be sent to the Discipline Chair for the specific content area. The chair’s job is to distribute the proposal to the team and then take a vote on the proposal. Once the vote is taken the chair communicates the results to the State Faculty Curriculum Committee (SFCC). SFCC will not act on any proposals without Discipline Team approval. Discipline team approval does not, however guarantee SFCC approval. <https://resources.cccs.edu/education-services/common-course-numbering-system/> Click on the List of Faculty Committees tab

# How do I get to the list of Discipline Teams and chairs?



CIP Codes**: Classification of Instructional Programs (CIP):** These codes are needed for courses and programs that are being submitted for approval by the system. You will be asked for this code when you do the program approval forms online. Additionally, when you submit a course for approval you will need to put this code on the course template. There is a website available to help you determine the proper CIP code for your course and/or program. Be aware that courses within a program may have a CIP code that is different from the program CIP code.

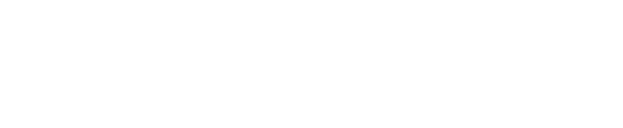
<http://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55>

CIP 2015 - CLASSIFICATION OF INSTRUCTIONAL PROGRAMS

**Med/High Cost CIPS Effective beginning with Fall 2014 term**

|  |  |  |
| --- | --- | --- |
| **Series** | **Program Title** | **Cost Factor**  **(Please note: LOW fee is the same as no fee)** |
| 01 | Agriculture, Agriculture Operations and Related Sciences | MED (except ABM, Ag Business Mgmt at HIGH) |
| 03 | Natural Resources and Conservation | MED |
| 04 | Architecture and Related Services | MED |
| 05 | Area, Ethnic and Gender Studies | LOW |
| 09 | Communication, Journalism and Related Programs | LOW (all communication courses approved as LOW by CCCS CFO) |
| 10 | Communications Technologies/Technicians and Support Services | HIGH |
| 11 | Computer and Information Sciences and Support Services | MED (except CISCO at HIGH) |
| 12 | Personal and Culinary Services | LOW (except Culinary & Mortuary at HIGH) |
| 13 | Education | LOW |
| 14 | Engineering | MED |
| 15 | Engineering Technologies/Technicians | HIGH |
| 16 | Foreign Languages, Literatures and Linguistics | LOW |
| 19 | Family and Consumer Sciences/Human Sciences | LOW |
| 21 | Technology Education/Industrial Arts | LOW |
| 21.01 | Technology Education/Industrial Arts Programs | LOW |
| 22 | Legal Professions and Studies | LOW |
| 23 | English Language | MED (optional fee-colleges can change to LOW) |
| 23 | Literature/Letters | LOW |
| 24 | Liberal Arts and Sciences, General Studies and Humanities | LOW |
| 25 | Library Sciences | LOW |
| 26 | Biological and Biomedical Sciences | MED |
| 27 | Mathematics and Statistics | MED (optional fee-colleges can change to LOW) |
| 28.01 | Air Force JROTC/ROTC | LOW |
| 28.03 | Army JROTC/ROTC | LOW |
| 28.04 | Navy/Marine Corps JROTC/ROTC | LOW |
| 29 | Military Technologies | LOW |
| 30 | Multi/Interdisciplinary Studies | LOW |
| 31 | Parks, Recreation, Leisure and Fitness Studies | LOW (except OUT at MED) |
| 32 | Basic Skills (ENG & MAT only) | MED (optional fee-colleges can change to LOW) |
| 32 | Basic Skills (CCR & MAT only) | HIGH |
| 32 | Basic Skills (REA & AAA only) | LOW |
| 32 | Basic Skills (AAA only) | LOW |
| 33 | Citizenship Activities | LOW |
| 34 | Health Related Knowledge Skills | LOW |
| 35 | Interpersonal and Social Skills | LOW |
| 36 | Leisure and Recreational Activities | LOW |
| 37 | Personal Awareness and Self-Improvement | LOW |
| 38 | Philosophy and Religious Studies | LOW |
| 39 | Theology and Religious Vocations | LOW |
| 40 | Physical Sciences | MED |
| 41 | Science Technologies/Technicians | HIGH |
| 42 | Psychology | LOW |
| 43 | Protective Services | HIGH (except Criminal Justice at LOW) |
| 44 | Public Administration and Social Service Professions | LOW |
| 45 | Social Sciences | LOW |
| 46 | Construction Trades | MED |
| 47 | Mechanic and Repair Technologies/Technicians | MED (except Aviation at HIGH) |
| 48 | Precision Production | HIGH |
| 49 | Transportation and Materials Moving | MED (except for Heavy Equipment and Aviation at HIGH) |
| 50 | Visual and Performing Arts | HIGH for Studio ART courses. LOW for all other ART courses (CCCS CFO approved) |
| 51 | Health Professions and Related Clinical Services | HIGH |
| 52 | Business, Management, Marketing and Related Support Services | LOW (except SBM, Small Business Management at MED) |
| 54 | History | LOW (CCCS CFO approval) |
| 60 | Residency Programs | LOW |
| 60.01 | Dental Residency Programs | LOW |
| 60.02 | Medical Residency Programs | LOW |
| 60.03 | Veterinary Residency Programs | LOW |

# ACP Credit Course Selection Process

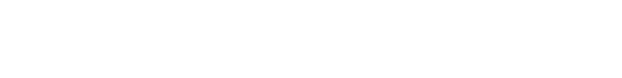


**CONTACT**

Postsecondary Partner/A

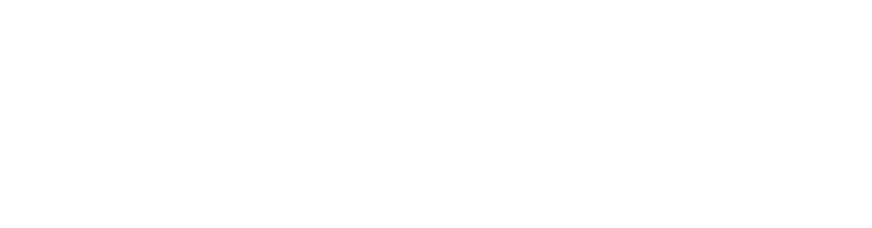
CP Contact regarding

secondary ACP proposal



**Postsecondary Institution Curriculum**

**Committee**



1.

Postsecondary Curriculum Committee

**Reviews/Compares**

secondary

course curriculum (course objectives, academic standards,

competencies, etc.) to postsecondary CTE

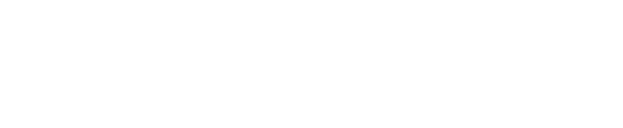
program course content

outline in CCCNS; and

2.

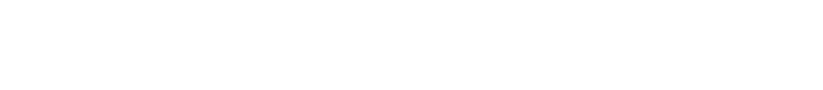
**determines**

secondary/postsecondary match (80%)



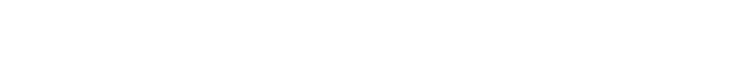
**SECONDARY INSTITUTION IDENTIFIES**

Secondary course for possible ACP credit



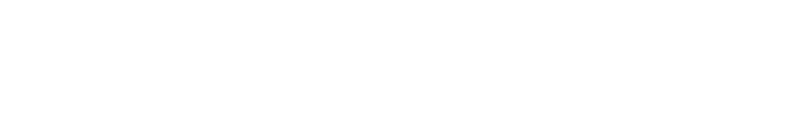
**SFCC CTE Subcommittee**

Recommend/Deny secondary course for ACP credit \*



**Approved by**

**Educational Services Curriculum Committee**

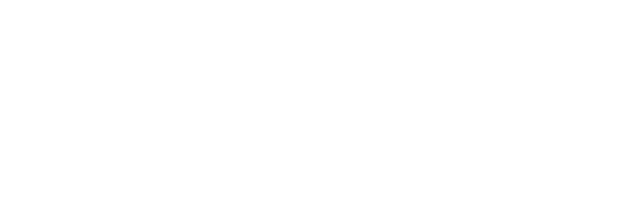


**Secondary institution adds to program approval database as a**

**renewal/revision with approval of Program Director**



**Denied**

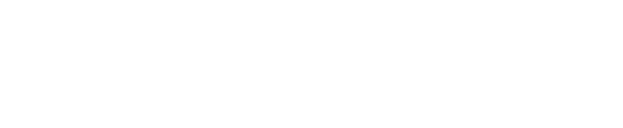


**CONTENT TEAM REVIEW & COLLABORATION**

Postsecondary faculty and secondary instructors

review a

nd crosswalk competencies



**STATEWIDE CONTENT TEAM**

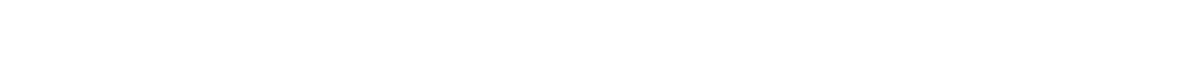
**or TEAM MEMBER**

**IDENTIFIES**

Secondary course for possible ACP credit



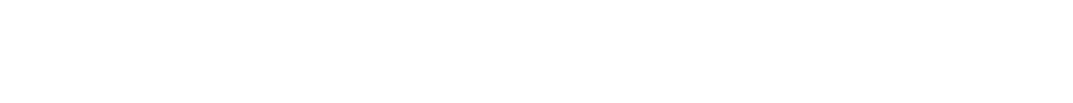
**Denied**



*\* If proposed crosswalk is nominated by an individual secondary district, Statewide Content Team will*

*be notified to provide feed*

*back through their SFCC representative*



Please Note: The SFCC ACP Review Committee may seek advice from a State Discipline

Chair when reviewing a proposed ACP course.

**Advanced Credit Pathway (ACP) formerly** *Escrow Credit*

**Summary:**

The Advanced Credit Pathway (ACP) gives post-secondary institutions a tool for providing college credit for equivalent learning at the secondary level in career and technical education.

**Requirements**

* Based on community college common course numbering system (CCCNS)
* High school curriculum aligned with postsecondary course (s) 80%
* Discipline content teams review curriculum
* Completion with “B” or better

**Approval Process**

**If the secondary program is using a crosswalk already considered by the Content team:**

* They secure the support of a Postsecondary institution\*  They include the crosswalk on their program approval  Approval is granted by Program Director.
* Approval is secured SFCC ACP Committee o (Newly Proposed Crosswalks sent monthly via blackboard)

**If the secondary program is using a crosswalk that has not yet been approved by the Content Team**

* They secure the support of a Postsecondary institution\*
* They take the crosswalk to the content team for review and approval  They include the crosswalk on their program approval  Approval is granted by Program Director.
* Approval is secured SFCC ACP Committee o SFCC ACP Committee may consult with State Discipline Chair o (Newly Proposed Crosswalks sent monthly)

*(Credit will be accepted at all CCCS Institutions offering the appropriate program.)*

***\*If no postsecondary partner is available or you don’t know where to go contact appropriate CCCS Program director.***